

St Cuthbert's Catholic Primary School Walbottle



Health and Safety Policy

At St Cuthbert's we live and learn in faith and love,
through Jesus's teachings.

Our school is a place where we can grow as a family,
helping each other to lead full and happy lives.

Consultation that has taken place	
Date Formally Approved By Governors	September 2021
Date policy Became Effective	September 2021
Review Date	September 2022
Person Responsible for Implementation and Monitoring	HT ✓ Gobs ✓

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The Local Governing Committee, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

1. The School Curriculum

- Safety forms part of both the formal and informal curriculum. All adults consider the safety aspects when planning work and if necessary, carry out a risk assessment.
- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. At times the school invites people from other agencies to talk to the children and enhance their understanding of topics. Through the science curriculum we teach children about hazardous materials and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves and we reinforce these points in DT, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. KS2 children receive drugs and smoking awareness education.
- Our school promotes the spiritual growth and welfare of the children through the RE curriculum and through special events such as liturgies and through the daily act of collective worship.

2. Buildings

- The caretaker and our cleaner are responsible for keeping the school clean and tidy. They report any minor repairs to the Headteacher/Deputy Headteacher who will authorise repairs. Cleaning equipment and materials are kept in the caretaker's room which is kept locked. Teachers also report deficiencies to the Headteacher/Deputy Headteacher and PFS sub committee will review the state of the school and report to the full governing body.

3. School Meals

- Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with requirements of the School Standards and Framework Act of 1988.
- If children choose to bring their own packed lunch, they will eat this in the dining room.
- Our school promotes a healthy eating lifestyle and takes part in the Milk for Schools scheme and also the Fruit in School scheme for KS1. As sweets can damage children's teeth we discourage them from bringing sweets to school.

4. School Uniform

- It is our school policy that all children wear the school uniform when attending school, or when participating in a school organised event. We agreed requirements for the school uniform with parents and we review these regularly.
- We always have a sensitive approach to the issue of regulations regarding uniform and we have drawn up the regulations with due regard to issues of equal opportunity and sex discrimination.
- It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is not our policy to exclude children from school if they, for whatever reason, do not have the proper school uniform on any particular occasion.
- We ask parents to equip their children with the necessary uniform and school equipment, so that they can participate fully in all school activities. If a child repeatedly attends school without the correct uniform or PE kit, we will inform the parents and request that they make sure their child leaves with the proper uniform or kit. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.
- On grounds of health and safety we do not allow children to wear jewellery in school.

5. Child Protection

- There is a named person responsible for child protection in the school. This is normally the Headteacher, but she may delegate this responsibility in some circumstances.
- If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- The school's named child protection officer works closely with Children's Social Services Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- We require all adults employed in the school to have their application vetted through the DBS process in order to ensure there is no evidence of offences involving children or abuse.

6. School Security

- While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- We require all visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. All parents must use the front entrance at all times.

- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.
- The Headteacher and caretaker are the designated key holders for the school. Each morning the caretaker checks:
 - all locks and catches are in working order
 - the fire alarm has no faults
 - the intruder alarm is working properly

Before leaving school the caretaker checks that:

- all the windows are closed
 - the doors are locked and secure
 - the intruder alarm is set
 - the gates are locked
- When a member of staff leaves the premises after the caretaker they are responsible for setting the intruder alarm and locking the gates.
 - If the intruder alarm goes off at night it automatically rings the key holders. If a second alarm is activated the police will also be informed. The attending key holder must in this situation wait until the police arrive before entering the building.

7. Hazardous Substances

- All substances which may be hazardous are kept in a locked store; these are mainly cleaning chemicals and are kept in the caretaker's cupboard.
- The Headteacher is responsible for making sure that the COSHH register is kept up to date and that staff are aware of it and use it correctly.

8. Medicines in Schools

- Generally, members of staff are not required to administer medicines to pupils. Where possible, parents are encouraged to time doses so that they do not coincide with the school day. If this cannot be avoided, parents are asked to come into school to administer the medicine. If controlled drugs need to be administered they will be stored in a locked cupboard and when administered recorded in a controlled drug log. Two staff need to be present.
- Where a child has been prescribed a long term course of medicine, the administration of medicine will be considered on an individual basis. The parents will need to provide written authorisation detailing the doses and timings of the medicine. In this case medicines will be stored in the fridge in the staffroom, clearly labeled. Ideally the medicines will be self administered under named adult supervision although some children may require help.

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9. Inhalers

- Some children may require the use of inhalers at various times. Parents of these children are asked to complete a simple form detailing the dose, medicine and any other information necessary. Inhalers are kept in the classroom in a box that is easily accessible to the children. All inhalers must be named. Teachers will take the inhaler box when the class leaves their room i.e. in PE children generally administer inhalers themselves.

11. Allergies

- Parents are asked to inform the school of any serious allergies their children have. A list is kept by the teacher. When a food activity is planned, parents are informed at the start of the half term so that they can update the information if needed.

12. First Aid

- If an accident occurs, resulting in an injury to a child, the teacher will do all he/she can to aid the child concerned. The following staff have been trained in first aid:
 - Mrs Young and Mrs Oakes have 'First Aid at Work' certification
 - Mrs Oakes, Mrs Walmsley, Mrs Walsh, and Mrs Young have 'Paediatric First Aid' certification
 - Mrs Oakes, Mrs Walsh and Mrs Young have 'Administering Medications' certification
 - Miss Cruickshank, Mrs Davison, Mrs Eschle, Miss Lamb, and Mrs Nardini have 'Appointed Persons' certification.
- Should any accident involving injury to a child take place, one of the above mentioned members of staff will be called to assist.
- There are 10 First Aid boxes in the school. One is located in the Disabled Toilet, one in each class, one in the office and one in the Year 5/6 building. A First Aid bag is taken on school visits. The contents of the boxes are monitored and adhere to the LA recommended list.
- When dealing with any accident involving bodily fluids, disposable gloves must be worn. Any materials used to clean the wound or surfaces must be disposed of safely. If a child's clothing is soiled it is sent home in a plastic bag.
- All accidents need to be recorded in the school accident books, which are kept in the disabled toilet and Year 5/6 building and when completed are returned to the office. Details of the accident and treatment should be recorded and dated. If a child receives a head injury the parent should be informed immediately.
- For more severe injuries the Headteacher must be informed so that correct forms can be completed and, if necessary, sent to the Health and Safety Executive and LA.
- In the case of serious accident we follow the following procedure:
 - send for help i.e. ambulance
 - contact parents
 - contact Headteacher

If it is deemed necessary to take a child to A&E, two adults must accompany the child.

▪ Reporting Accidents

Adults

If an accident is severe or fatal then:

Phone HSE immediately

Fill in form F2508 within seven days

If an accident is not severe but results in more than 3 days off work form F2508 to be returned within seven days.

Pupils

Pupils' accidents should be reported in the same way. Playground injuries do not need to be reported unless they are caused by the poor condition of surfaces or equipment or are the cause of lack of appropriate supervision etc. If there is any doubt the Headteacher will contact the LA for guidance.

13. Contractors

- All work by contractors must be pre-arranged so that necessary arrangements can be made. Where practical, work should take place when the children are not in school. If this cannot be avoided the area where the work is taking place will be made inaccessible to the pupils.
- Where major work is being carried out a meeting will take place beforehand between the contractor and the Headteacher to agree appropriate methods of working i.e. timing of deliveries or use of equipment etc. The site supervisor will meet with the Headteacher on a daily basis to inform her of the proposed work for the day and possible safety issues. The Headteacher will then advise staff of anything they need to be aware of.

14. Car Parking

- Car parking is a concern for the school because of the lack of appropriate places for parents to safely drop off their children. Parents can use the adjacent roads beside the school but need to be considerate of the residents. Parents can also drop off children in the drop off bays near to the school gates. Parents are encouraged to use the car park of the public house on Hexham Road and walk their children to school.
- The school car park is for staff and visitors. Visitors are asked to leave a note of their registration when they sign in.

15. Fire Drill

- Each school area displays a fire notice. It is the responsibility of teachers to ensure that the children are aware of the procedure if a fire alarm sounds. The routes for leaving school were agreed at a staff meeting and have been presented to all non teaching staff and governors.
- As soon as the fire alarm sounds all children and adults must stop what they are doing and walk out of the building through the designated exits. Adults have been allocated various tasks to

perform to ensure the building is cleared. (see appendix). All classes assemble in the appropriate areas and teachers take the register. Teachers must immediately report to the Headteacher if a child is missing.

- If the fire alarm sounds at lunchtime the dinner supervisors are responsible for evacuating their part of the school and taking the fire evacuation folder with them. The children line up on the field and the teachers will join them there. Any member of staff leaving the premises at any time during the school day MUST sign in and out in the office.
- In the case of a drill, when the all clear is given the children may walk back into school.
- In the case of an alert, everyone will remain on the field until moved under the supervision of a member of the fire service, or the all clear is given and they are allowed back into school. In the case of a fire alarm the fire service will be contacted automatically by ADT alarms.
- Fire drills will be carried out each term. The alarm is tested weekly and this is recorded in the logbook for inspection by the fire officer.

16. Seat Belts

We only use coaches and mini buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Children are not allowed to occupy the front seats on buses.

17. Theft or other Criminal Acts

- The teacher or Headteacher will investigate any incidents of theft involving children.
- If there are any serious incidents of theft from the school site the Headteacher will inform the police and record the incident.
- Should any incident involve physical violence against a teacher, we will report this to the HSE and support the teacher in question if he or she wishes the matter to be reported to police.

18. Smoking Policy

In line with the LA policy, the school and its grounds are no smoking areas. Signs around the school display this and all visitors are expected to comply with the ruling.

19. Moving Equipment

- Children may at times need to move equipment. It is the responsibility of the teacher to ensure that this is carried out in a safe manner. In PE there is a set manner for moving equipment i.e. children are not allowed to move equipment on their own.
- Members of staff who move larger items must follow the correct procedure so as not to cause themselves injury.

20. Display

When members of staff are placing displays above normal reaching height they must use step ladders and not stand on chairs.

21. Monitoring and Review

- The Local Governing Committee has a named Governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies to ensure that school procedures are in line with those of the LA.
- The Local Governing Committee, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- The Headteacher implements the school health, safety and welfare policy on a day to day basis and ensures that all staff are aware of the details of the policy as it applies to them.
- The Headteacher reports to governors annually on health and safety issues.
- This policy will be reviewed at any time on request of the governors, or at least once every two years.

22. Managing Asbestos

St Cuthbert's has an up to date Asbestos Management Plan. Management plans are developed using information about asbestos condition obtained from the asbestos survey and latest monitoring visit carried out by competent asbestos surveyors.

These plans include an asbestos register (indicating location and extent of asbestos) and details of any local actions to be taken by the school to safely manage it, in addition to corporately arranged annual monitoring(SLA in place with LA). This might include a further simple visual inspection of asbestos situated in areas more vulnerable to damage. Guidance to help carry out these simple visual checks, including photographic examples is available from the Document library section, - Guidance for caretakers on what to look for in damaged materials.

The Headteacher is the designate person who manages asbestos on site and completes the asbestos management plan, providing details of their on-site arrangements for managing and monitoring asbestos together with names of other key persons involved in its management/monitoring, dates of Asbestos Awareness Training received/refreshed and any further local precautions required.

The plan requires that all relevant persons i.e. the head teacher, designated person, caretaker and person carrying out the regular checks should have received asbestos awareness training within the last 3 years.

23. Managing the risk of Legionella

St Cuthbert's ensures it manages the risk of Legionella through support from the LA by purchasing the required SLA. This ensures that a Water Risk Assessment report is carried out every two years which identify areas of concern and the level of risk. The SLA also provides compliance with HSG274 Part 2 carried out by approved framework partners IWS Ltd. IWS are part of the 'Legionella control association' this ensures the standards for control of legionella are being met.

The school ensures any identified little used outlets are flushed weekly and written records kept for inspection.

On returning to school after periods of closure is it essential that pipes are flushed.'

24. PE Equipment

St Cuthbert's ensures that PE equipment checks are carried out annual through the SLA purchased with the LA. An annual report is provided and any issues identified are dealt with as soon as possible. Teaching staff are responsible for the day to day checking of any damaged or broken equipment and should report this to the PE Subject Lead and Senior Leadership Team in order that repairs or replacements can be arranged.

25. Educational visits

The Headteacher will ensure that they have a trained and competent Educational Visits Coordinator (EVC) within the school. The EVC will be able to ascertain that staff who are leading or accompanying school visits/activities are competent to do so and where necessary appropriately qualified. Key personnel taking part in school trips should also receive 'visit leader' training.

School staff organising visits and trips need to check that any provider they intend to use has:

- sufficient public liability insurance
- produced risk assessments that cover activities with significant risk
- trained competent staff
- an up to date registration with the Adventurous Activities Licensing Authority (AALA) if they are offering certain adventurous activities e.g. hill walking, canoeing, mountaineering etc.

The school's health and safety deliver an Educational Visits Advisory Service (EVAS) which includes an Educational Visits Policy which applies to all educational visits and activities organised by the school & extended school provision run by the school. The policy sets out the framework and standards for all educational visits and activities away from the school base. It is important that the EVC and the Head Teacher are familiar with this policy. In addition the EVAS service includes access to the EVOLVE system which is a document management system that schools use to record visits and have category 3 visits validated by the health and safety team.

National standards and advice is provided by the Outdoor Education Advisory Panel (OEAP) on educational visits and it is strongly recommended that all schools follow the detailed roles, responsibilities and standards specified on their website. Newcastle City Council's Educational Visits Policy adopts and is underpinned by these standards.

26. Portable Appliance Equipment

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. Portable Appliance Equipment checks are carried out in line with guidance from the LA and BBCET. Items that have been tested are labelled and school is issued with a certificate detailing numbers of items tested.

27. Risk Assessments

St Cuthbert's as part of BBCET, is required by law to protect employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

Assessing risk is just one part of the overall process used to control risks in your workplace. We must assess the risk, control the risk, record our findings and review the controls put in place.

St Cuthbert's carries out risk assessments in line with LA guidance and updates when new guidance becomes available. All risk Assessments are stored in the HT office and are accessible to staff.

General Statement

The Health & Safety at Work Act 1974 places a duty on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

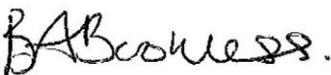
Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them.

All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this,

particularly to newly appointed staff or following a change of responsibility. The policy will be regularly reviewed and updated as necessary, or at least annually.

This policy was approved by the Local Governing Committee on 15.09.21

Chair of Governors Bev Bookless

Signed 

Date 15.09.2021

Head Teacher Colette Barrett

Signed..... 

Date 15.09.2021

Appendix A

Staff with specific responsibilities

Headteacher (Mrs Barrett) or Deputy Headteacher in her absence (Mrs Walsh) will check the fire panel to indicate which zone has been triggered in order to inform the Fire Service. She will also check the staffroom on the upper floor.

Mrs Walmsley (Year 1) or Support Assistant in the classroom in her absence will check the boys' and girls' cloakrooms/ toilets in the main building.

Mrs Oakes (Year 6) or Support Assistant in her absence will check the toilets in the demountable building.

Mrs Neal will collect the cordless phone and the staff and visitor signing in books. She will take the register for staff and visitors and report the result to the Senior Staff member present on the field.